

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter]
Sincerely,
[Your Name]
[Your Position]
cc: [Name of CC Recipient], [Position/Title], [Company]
cc: [Name of CC Recipient], [Position/Title], [Company]